



Minutes

July 14, 2014

Project	Harford WASA Phase 2	From	John Cannon
Date/Time	July 9, 2014 / 9:00 AM	Tel	240-206-6814
Venue	Teleconference Call-In: 1-866-469-3239 Code: 255-64-553 #	GHD Job #	86/16609
Meeting Subject	TAG Progress Meeting No. 1		
Attendees	John Cannon (GHD) Joel Caudill (Harford County) Donna Geiger (Havre de Grace) Steve Kline (Bel Air) Doug Miller (Aberdeen) Tim Whittie (Harford County) Seth Yoskowitz (GHD)	Copies to	Online Distribution All Attendees Stephanie Noye (Harford County) Thor Young (GHD)

Minutes	Action
Introductions	
Copies of the meeting agenda were distributed via email prior to the meeting.	
Review project team members and contact information	Bel Air
Steve Kline has joined the project team. He will fill Randy Robertson's role as TAG leader for Bel Air now that Randy has retired.	GHD
The contact information for the legal contact for Bel Air was requested by GHD and will be provided by Bel Air.	
The contact information for the Consultant Team leadership was requested by Bel Air and will be provided by GHD.	

Minutes	Action
<p>Review of project goals, critical success factors, and risks</p> <p>In support of the critical success factor regarding public visibility and transparency, the meeting minutes from the project chartering meeting have been made available online at the Harford County DPW website (http://www.harfordcountymd.gov/dpw/). Minutes from these monthly progress meetings will also be posted.</p> <p>The risk management strategy for addressing the governance of the proposed Regional Authority was discussed. GHD will discuss with Harford County to determine the potential avenues for establishing the governance structure for the proposed Regional Authority.</p>	<p>GHD</p> <p>Harford County</p>
<p>Overview of project status</p> <p>During the month of June, the Consultant Team formally began work on the project by holding an external chartering meeting with the TAG leaders. Internal chartering meetings within the Consultant Team have also occurred, and team members have begun the process of requesting and evaluating information.</p> <p>To support the efficient transfer of information during this critical stage of the project, it will be important to keep communication flowing through the Consultant Team task leaders identified during the chartering meeting.</p> <p>The project schedule was discussed. The current pace of the project work is increasing as the initial task meetings are scheduled. GHD anticipates the development of a revised milestone schedule in time for the next TAG progress meeting.</p> <p>In support of the scheduling effort for the task-specific meetings, GHD proposed that TAG leaders be included as optional attendees. It was agreed that the Consultant Team would develop detailed meeting minutes for the task-specific meetings to keep the TAG informed of the meeting events. TAG leader attendance will be required for certain meetings throughout the project – these meetings will be identified along with the revised milestone schedule.</p>	<p>All</p>
<p>Open discussion</p> <p>No additional discussion items were raised at the meeting.</p>	
<p>Meeting conclusion</p> <p>The next progress meeting will be held in early August, 2014</p>	